

**STATE COURT ADMINISTRATIVE OFFICE  
JUDICIAL ASSIGNMENT GUIDELINES**

**JANUARY, 1998**



Michigan Supreme Court  
State Court Administrative Office  
309 N. Washington Square  
P. O. Box 30048  
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State Court Administrator

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January, 1998

State Court Administrative Office  
JUDICIAL ASSIGNMENT GUIDELINES

**JUDICIAL ASSIGNMENTS**

**INTRODUCTION**

These guidelines are for the use of judges, court personnel and the SCAO staff involved in the assignment process. They are subject to change or exception at the direction of the State Court Administrator. The Regional Administrators are generally responsible for all judicial assignments (see Appendix A).

## **I. General Assignment Policy**

### **A. Factors Considered by the SCAO When Making Assignments**

#### **1. Priority of Close Proximity**

Priority will be given to judges residing in close proximity to the requesting court whenever possible and practical. The SCAO will assign judges within the same county when possible.

#### **2. Other Factors: Caseload Status, Reports Status and Expense**

- a. In approving any assignment, the SCAO will give consideration to both the prospective assigned judge and the judge whose bench the prospective assigned judge is to be assigned. Such consideration will include the status of each respective judge's caseload, whether or not each judge has filed all required reports with the SCAO, or any other factor determined appropriate by the State Court Administrator.
- b. Though the expense involved shall not be a major or overriding factor in making the decision of which judge to assign, the SCAO will make every reasonable attempt to ensure that the public cost of any assignment is seriously considered.

### **B. Requests of Non-Court Personnel**

Assignments are not issued at the request of attorneys, prosecutors, parties of interest, or any other non-court personnel.

**C. District Courts with the Same Numerical Designation**

An assignment is required when a judge from a district court with a letter designation sits in a court with the same numerical designation, but a different letter designation (i.e., 45A to 45B or vice versa). No assignment is required for a judge to sit in a different division of the same court (i.e., 52-1 to 52-4).

**D. Change of Venue**

A judicial assignment does not constitute a change of venue of the matters assigned. (See Section III. F.)

**E. Assigned Judge Travels to the Assigned Court**

The assigned judge shall travel to the assigned court, unless there is a written stipulation by the parties agreeing to have the matter heard at another location. A burden should not be placed on the litigants to come to the geographical location of the assigned judge's court.

**F. Emergency Assignments**

1. All assignment requests **must** be made in advance of the assignment date. In emergencies, the SCAO will accept a telephone request, with the understanding that the written request, form SCAO 1 (see Appendix B), is being mailed immediately. **The SCAO will not backdate assignments.**

Telephone requests for an emergency assignment should be made as soon as the need for the assignment is known. If the emergency need for an assignment arises after business hours or on a weekend, make telephone contact with your Regional Court Administrator.

2. In non-emergency assignments, if you have made the arrangements for a visiting judge and it is the business day before s/he is to be in your court on assignment and you have not received the written assignment authorization from the SCAO, call the SCAO and confirm that the request has been received and the assignment was issued.

**G. Legal and Scheduling Questions Regarding Cases to Which Judges Are Assigned**

The State Court Administrative Office issues assignments of judges to serve in courts other than those to which they were elected. The State Court Administrative Office does not supervise judges in the performance of their duties related to a judicial assignment. All questions relating to the scheduling of assigned cases must be addressed by the assigned judge or the chief judge of the court to which the judge is assigned. Questions regarding the legal decisions and rulings to be made by the assigned judge must be addressed to the assigned judge.

**H. Exceptions to Assignments by Regional Administrators**

1. Unless specifically authorized in writing by the State Court Administrator, **only** the State Court Administrator or Regional Administrators are authorized to make assignments. Regional Administrators may act on behalf of each other in the event of the unavailability of the Regional Administrator normally responsible.
2. The following requests for assignment shall be referred by the regional offices to the State Court Administrator for selection of an assigned judge:
  - a. Actions between funding units and judges;



- b. Actions in which a judge is a party;
- c. Actions in which a member of the regional office staff or immediate family is a party; and
- d. Any other actions where the Regional Administrator believes there are facts which would preclude him or her from making an assignment.

**I. Court of Appeals Assignments**

- 1. Unless specifically authorized by the Supreme Court, only current or former Justices of the Supreme Court, former judges of the Court of Appeals, current or former Circuit judges and former Recorder's Court judges will be assigned to the Court of Appeals.
- 2. A judge assigned to the Court of Appeals shall not hear or decide a case on appeal which the judge previously heard or decided in another court, nor a case from the court on which the judge currently sits.

**J. Multi-County Grand Jury Assignments**

1989 PA 204 [MCL 767.7b et. seq.; MSA 28.947(2) et. seq.] provides for multi-county grand juries. The act provides for the Court of Appeals to appoint a Circuit Judge to preside over a multi-county grand jury. By direction of the Michigan Supreme Court, if the Court of Appeals convenes a grand jury with jurisdiction over two or more counties, the Court of Appeals shall notify the State Court Administrator and request the assignment of a Circuit Court Judge to preside over the proceedings. The State Court Administrator will act promptly in selecting and assigning a judge and notifying the Court of Appeals of the assignment.

**K. Judicial Tenure Commission**

Unless a complaint to the Judicial Tenure Commission originates from the State Court Administrator or a formal complaint is issued by the Judicial Tenure Commission, a judge against whom a complaint is pending may be used on an assignment.

**L. Appointed Judges**

1. The SCAO will assign sitting judges who have been appointed, but not yet elected.
2. The SCAO will not assign former judges who were appointed but never elected to judicial office.

**M. Former Non-Attorney Probate Judges**

The SCAO will assign former non-attorney probate judges only to another probate court.

**N. Former Judges**

1. "Former Judge" means any judge, no longer holding office, who was **elected** and served as a judge. This includes, but is not limited to, judges receiving retirement benefits.
2. Former judges may be assigned judicial duties in any court in the State.
3. A former judge who has been defeated will not be assigned to any court in the jurisdiction in which s/he was defeated. Jurisdiction means the county or counties of a judicial circuit or probate court, and means the judicial district, including all election divisions thereof, of a district court.
4. Former judges who engage in the practice of law shall not be assigned, except as authorized under Section O.1., below.

5. A former judge who has not been elected and served as a judge will not be used on judicial assignment.
6. A former judge who has been removed from office shall not be assigned.
7. If the assistance of a former judge is necessary to fill a vacancy created by the Supreme Court's interim suspension of a judge without pay, the assigned judge shall be compensated as provided by MCL 600.226; MSA 27A.226. In those instances of judicial suspension with pay, a former judge will be assigned only upon written authorization of the chief judge of the court requesting the assignment and indicating that the requesting court "will be responsible for, and will pay, all expenses and salary incident to the assignment."
8. A former judge serving another branch of government shall not be used on judicial assignment.
9. A retired judge assigned to any court shall be paid by the local court for each day served the greater of \$100.00 per day **or** the difference between 1/250th of the annual salary paid for the judicial office during the time the retired judge serves in the office and 1/250th of the state retirement allowance paid to the retired judge during the time the retired judge serves in the office, plus necessary expenses incidental to the performance of duties required by the assignment. (see MCL 600.226; MSA 27A.226)
10. A former judge must be an active member of the State Bar of Michigan to be used on judicial assignment. A former judge who owes dues to the State Bar of Michigan or who does not have a Michigan residence will not be assigned.

**O. Former Judges and Part-Time Judges**

1. Practice of Law

- a. Except as outlined below, no former judge who engages in the practice of law will be assigned to act as a judge by the State Court Administrator, unless a written waiver is granted by the state court administrator. Any former judge who wishes to be considered for assignment must certify, on a form provided by the State Court Administrator, that he or she is not practicing law.
  - 1) Former judges engaged in the practice of law may receive assignments to act as a judge for the purpose of performing a marriage or conducting a swearing in ceremony.
  - 2) Former judges engaged solely in the practice of acting as mediators or arbitrators, and not otherwise engaged in the practice of law, may be assigned to act as a judge by the State Court Administrator, provided that the former judge discontinues any mediation and arbitration activities during the period of an assignment, and subject to other limitations provided by law and the Code of Judicial Conduct.
- b. Except as authorized by the State Court Administrator, former judges who have an “Of Counsel” arrangement with a law firm will not be eligible to receive assignments.
- c. No part-time judge who engages in the practice of law will be assigned to act as a judge in any court before which he or she appears as retained or appointed counsel, except as specifically authorized in writing by the State Court Administrator.

2. Guardian Ad Litem

Former judges who are serving as guardians ad litem in court proceedings will not be eligible to receive assignments.

3. Compensation and Expenses

Whenever possible, a sitting judge will be assigned. The use of former and part-time judges is limited because of the cost involved. A former or part-time judge will not be used without the SCAO consulting with the local court to determine if funding is available to pay for the costs and per diem of the assigned part-time or former judge.

Before a former or a part-time judge will be assigned, the court requesting the assignment must agree to pay all of the compensation and expenses of the assigned former or part-time judge. (see Section I.N.7. for exceptions regarding an assignment for a suspended judge. Also see Sections I. N. 9, and VI. F. regarding compensation and expenses).

**P. Municipal Judges**

Former municipal judges may be assigned to other courts .

**Q. Magistrates, Referees, and Friends of the Court**

The SCAO does not assign magistrates, referees, or friends of the court.

## **II. Standard Coverage Requests - Assist with docket, cover for vacation, illness, conference, vacancy, etc. (For "Disqualifications" see Section III).**

### **A. Criteria for Evaluating Standard Requests**

When reviewing standard Requests for Assignment, the SCAO will consider whether the court has properly shown any of the following factors :

1. That the business of that court has increased beyond the capacity of the judge or judges to properly dispose of.
2. That a vacancy exists in the office of the judge of the court.
3. That a judge is unable to discharge the duties of his or her office.
4. Any other sufficient reason.

### **B. Criteria for Making Assignments of a Judge from Outside the County**

When considering the assignment of a judge from outside the county of the court to which an assignment is to be made, the SCAO will consider whether the court has properly shown any of the following factors:

1. No trial court judge within the county is qualified and able to undertake a particular case.
2. The use of a trial court judge from outside the county would be the most efficient or effective way to administer a particular assignment.

**C. Procedure for Obtaining Judicial Assistance**

After locating a judge to assist in any non-disqualification matter(s), the Visiting Judge Clerk of the court, or other person responsible for locating a judge, should complete the Request for Assignment, form SCAO 1 (see Appendix B), and have the chief judge sign the form and mail it to the appropriate SCAO Regional Office (see Appendix A for the location of Regions).

**D. Former and Part-Time Judges - Payment**

Local courts are responsible for all costs and salary which are incurred by the assignment of a former or part-time judge. If the assistance of a former or part-time judge is desired, your Request for Assignment **must** state that your court "will be responsible for, and will pay all expenses and salary incident to the assignment." The request for assistance by a former or part-time judge must be signed by the chief judge of the requesting court.

**E. Denial of Request for Assignment**

A request for assignment may be denied:

1. When the assignment, as requested, would violate any provision of the assignment guidelines.
2. For any other reason deemed sufficient by the State Court Administrator.

### **III. Disqualification Cases**

#### **A. Court Rules Regarding Disqualification of a Judge**

1. MCR 2.003 - Disqualification of a Judge
2. MCR 8.111 - Assignment of Cases

#### **B. The SCAO Selects Judges in Disqualification Cases**

1. You must **not** attempt to find a visiting judge in cases of disqualification. This must be done by the SCAO.
2. **Do not suggest to the SCAO the name of a judge whom you believe should be assigned. By suggesting a judge, you eliminate that judge from consideration by the SCAO.**

#### **C. Orders of Disqualification**

1. Copy of Order of Disqualification **and** Form MC 264

Any request for assignment for reasons of disqualification **must** have a copy of the order(s) of disqualification attached. Form MC 264 (Appendix C) also must be included, even if there is another order of disqualification entered.

2. Reason for Disqualification

If the reason for disqualification is not specified, the SCAO may request the specific reason as outlined in MCR 2.003.



3. All Judges of the Court Disqualified

- a. If you find you have a case in which **all** of your judges are disqualified, your chief judge **must** sign a completed Request for Assignment (form SCAO 1, Appendix B) and forward it to the appropriate SCAO Regional Office, **with a copy of the order of disqualification** which contains the **signatures** of each of the judges in your court, and their respective reasons for disqualification.
- b. As much information as possible about the case should be supplied, in order for the SCAO to advise the judges they contact of the nature and status of the case and approximate time it will take them away from their own court. This information should include names of parties and attorneys of record.
- c. **NOTE:** In multi-judge courts, cases must be reassigned by the chief judge under MCR 8.111. The SCAO does not act unless **all** judges of the court have been disqualified. The only exception is for motions to disqualify the chief judge, in which case only the signature of the chief judge is required (see Section III. E.).

D. **Exchange of Benches**

Judges who request a visiting judge due to disqualification may be requested to exchange benches with the visiting judge when s/he comes to the court that requested the assignment. Disqualification cases should be scheduled by the requesting court in as timely a manner as possible considering the visiting judge's schedule. **The SCAO is not involved in the scheduling of the case.**

E. **Motions for Disqualification**

1. Procedure

If you have a **Motion for Disqualification**, follow the procedure outlined in MCR 2.003(C). If it is appropriate to refer the motion to the SCAO for the assignment, clearly designate the request as a **Motion for Disqualification** and provide the name of the judge(s) the parties are moving to have disqualified and the names of the parties and attorneys of record. (see MCR 2.003, MCR 8.111)

2. Assignment for Motion Only

Judges assigned to hear motions for disqualification are authorized to hear the **motion only**. If the assigned judge grants the motion for disqualification, a new judge must be assigned to hear the case, pursuant to MCR 2.003(C)(4).

F. **Change of Venue and Disqualification Should Not Be Confused**

1. Changes of venue should occur far less often than disqualifications, and judges should not change venue when disqualification is the appropriate step.
2. Although not required by the court rules, it is recommended that a judge not order a change of venue without consulting the chief judge or court administrator of the court to which venue is being changed concerning scheduling of the case and other important matters.
3. **PLEASE NOTE:** A judicial assignment does not constitute a change of venue of the matters assigned. A burden should not be placed on the litigants to come to the geographical location of the assigned judge's court.

## **IV. Marriages**

### **A. Procedure for Marriage Assignments**

#### **1. Marriage Requests**

If a judge without marriage jurisdiction (Circuit, Court of Appeals, Supreme Court, or retired - MCL 551.7; MSA 25.7) wishes to perform a marriage, or a judge with marriage jurisdiction (Probate, District or Municipal) wishes to perform a marriage outside the jurisdiction of his/her court, a telephone request to the SCAO will be sufficient. The request must be made prior to the date the marriage is to be performed. The names of the parties to be married must be supplied. The assigned judge must ensure that the couple s/he wishes to marry pays the required statutory fee to the court to which the judge is assigned.

#### **2. Assignments to Probate**

When a judge requests authority to perform a marriage, the SCAO will issue the assignment to the appropriate probate court in the county where the marriage is to be performed, because the probate court has county-wide jurisdiction. If specifically requested, the assignment will be made to a specific district court.

### **B. Marriage Fees**

- 1. Prior** to performing a marriage, judges are asked to make certain that the parties to be married have paid the statutory marriage fee to the court having jurisdiction. Judges are not permitted to accept gratuities for performing marriages per MCL 600.2513; MSA 27A.2513 and MCL 600.2519; MSA 27A.2519.

2. Probate

To avoid jurisdictional questions, most marriage assignments are made to probate courts. For probate court marriages, the fee should be paid to, and a receipt obtained from, the probate register (see MCL 600.874, MSA 27A.874).

3. District

For district court marriages, the fee should be paid to, and the receipt obtained from, the treasurer of the district control unit (see MCL 600.8316; MSA 27A.8316).

**V. Procedure for Swearing-In Ceremonies for Attorneys**

- A. If a judge without swearing-in jurisdiction (retired, Court of Appeals, Probate, District, Municipal, [see MCL 600.910; MSA 27A.910]) wishes to swear in a newly-admitted member of the bar, s/he should first obtain telephone approval from the chief circuit judge in the circuit in which the ceremony will occur. The request must be made prior to the ceremony.
  
- B. After permission is received from the chief circuit judge from the circuit in which the ceremony will occur, the judge who is to conduct the swearing-in ceremony must request an assignment from the State Court Administrative Office. This request may be made by telephone by contacting the Regional Office in which the assigned court is located, in advance of the ceremony. The SCAO will provide copies of the assignment for the participating judge, the visiting judge clerks of both the court the judge is assigned to and his/her "home" court.

## **VI. Assignment Procedures**

### **A. Issuance of Assignment**

Upon receiving a proper Request for Assignment (form SCAO 1 - Appendix B), the appropriate SCAO Regional Administrator may issue the Assignment (SCAO 2 - Appendix D), and mail copies as follows:

1. Original to the Visiting Judge Clerk of the requesting court;
2. Copy to the Visiting Judge Clerk of the assigned judge's court;
3. Copy to the assigned judge;
4. Copy to the Regional Administrator for the judge assigned.

### **B. Filing of Assignment Forms**

#### **1. Individually Named Cases**

When a specific case is assigned, the original Assignment (SCAO 2, Appendix D) should be placed in the appropriate case file.

#### **2. Disqualification Cases**

In disqualification cases, both in situations when a specific case is assigned and when a case is assigned by a blanket disqualification, the original Assignment, or a copy, (SCAO 2, Appendix D) should be placed in the appropriate case file.

#### **3. Assist with Docket for Specific Day(s)**

When a judge is assigned for specific days or on an assist with docket blanket assignment, the original Assignment (SCAO 2, Appendix D) should be kept on file by the appropriate clerk or administrator of the court to which the judge is assigned.

**C. Final Report on Assignment**

**1. Return of the Final Report**

**a. Completion of the Assignment**

Upon completion of an assignment, the assigned judge must return the Final Report on Assignment, SCAO 2 (Appendix F), to the Regional State Court Administrative Office as indicated at the bottom of the Report.

**b. Termination of the Assignment**

Return of the Final Report on Assignment terminates the assignment.

**c. Criminal Cases**

Assigned judges should not return the Final Report on Assignment in criminal cases until they have sentenced the defendant, if the defendant is convicted or pleads guilty.

**d. Marriage Assignments**

No report is required in marriage assignments.

**2. Follow Up by the SCAO**

At regular intervals SCAO Regional Offices will follow up on Reports on Assignment which are not received.

**D. Post-Judgment Matters**

**1. Hearing of Post-Judgment Matters Before Report Filed**

Judicial assignments cover all post-judgment matters in cases heard during the assignment if they cannot be handled by a judge of the court to which the visiting judge has been assigned.

**2. Hearing of Post-Judgment Matters After Report Filed**

Unless otherwise provided in the assignment, the assignment expires and terminates upon the judge's filing with the State Court Administrative Office the Report on the Assignment, and subsequent proceedings, if any, will thereafter require an additional request and a new assignment. **Except in unusual circumstances, the originally assigned judge will be reassigned to all post-judgment matters notwithstanding the filing of a Report on Assignment.**

**E. Termination of Assignments**

**1. Reasons for Termination of an Assignment**

An assignment **may** be terminated by the State Court Administrator or, when and to the extent authorized by the State Court Administrator, the Regional Administrator who issued the assignment:

- a. Upon the written request of the chief judge of the court to which the judge is assigned, which clearly states the reason or reasons for the requested termination.



- b. Upon the written request of the assigned judge which clearly states the reason or reasons for the requested termination.
  - c. At the discretion of the State Court Administrator, or the Regional Administrator who issued the assignment, when:
    - 1) The assignment was issued in error by reason of facts which were not known or which did not appear at the time the assignment was issued, such as, for example, the assignment of a judge later found to be disqualified under MCR 2.003; or an assignment requested and issued for reasons other than disqualification when it is later found that the judge or judges of the requesting court are disqualified and should not have requested the specific judge assigned (see Sec. III. B.).
    - 2) The assignment should be terminated for any reason deemed by the State Court Administrator to warrant such termination.
2. Assignments not Terminated by Requests of Parties
- Assignments will not be terminated at the request of a party or parties, or their counsel.
3. Method of Terminating Assignments
- a. Assignments may be terminated by the State Court Administrator or the appropriate Regional Administrator,

January, 1998

by an Order of Termination, SCAO 37 (Appendix G), signed by the person effecting the termination.

- b. The Order of Termination will be distributed to all parties who received copies of the original assignment.

**F. Reimbursement of Expenses and Compensation of Assigned Judge**

**1. Reimbursement and Compensation Statutes**

Reimbursement of expenses incurred in connection with the assignment and, in certain cases, a per diem payment to the judge, and reimbursement of the control unit of the sending court are provided for in:

- a. MCL 600.225; MSA 27A.225 - Judges of any court
- b. MCL 600.225a; MSA 27A.225(1) - Municipal Judges
- c. MCL 600.226; MSA 27A.226 - Retired Judges

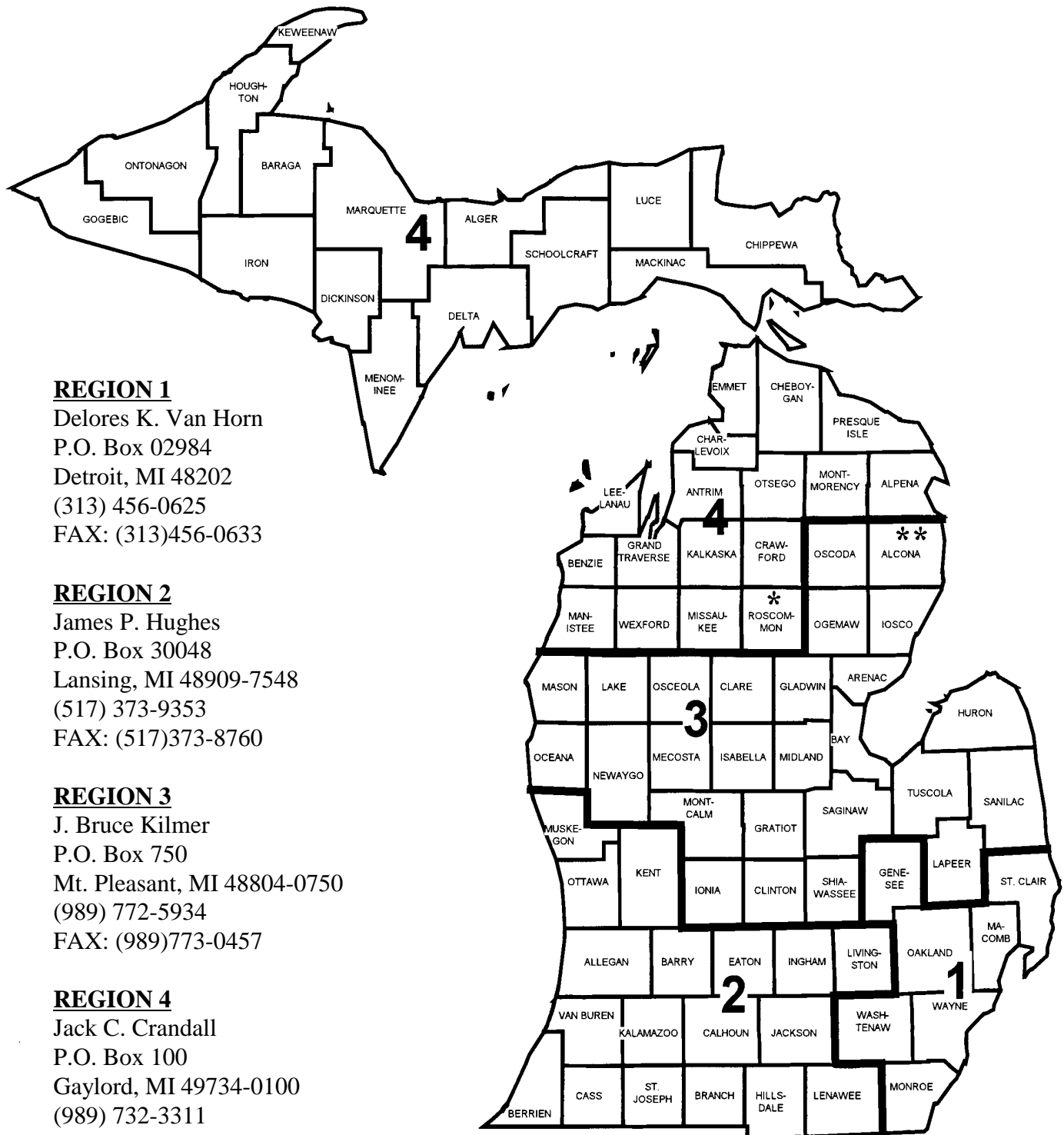
**2. Billings for Expenses and Per Diem**

- a. Reasonable expenses and per diem billings should be submitted by the visiting judge to the chief judge of the court to which the visiting judge was assigned.
- b. Reasonable expenses are governed by the rates established and paid by the State of Michigan to judges serving more than one county. The per diem rate is to be paid for days the visiting judge actually sits as judge of another court.

## **APPENDICES**

- A** Map of State Court Administrative Office Regions
- B** Request for Assignment (Form SCAO 1)
- C** Order of Disqualification (Form MC 264)
- D** Sample Assignment (SCAO 2)
- E** Sample Interim Report on Assignment
- F** Final Report on Assignment (SCAO 2)
- G** Sample Order of Termination of Assignment (SCAO 37)
- H** Sample Reassignment (SCAO 2)

# Court Administrative Regions



## REGION 1

Delores K. Van Horn  
P.O. Box 02984  
Detroit, MI 48202  
(313) 456-0625  
FAX: (313)456-0633

## REGION 2

James P. Hughes  
P.O. Box 30048  
Lansing, MI 48909-7548  
(517) 373-9353  
FAX: (517)373-8760

## REGION 3

J. Bruce Kilmer  
P.O. Box 750  
Mt. Pleasant, MI 48804-0750  
(989) 772-5934  
FAX: (989)773-0457

## REGION 4

Jack C. Crandall  
P.O. Box 100  
Gaylord, MI 49734-0100  
(989) 732-3311  
FAX: (989)732-4237

\* Circuit Court operations for Roscommon are covered by Region 3

\*\* Circuit Court operations for Alcona are covered by Region 4

December 3, 2001

## REQUEST FOR ASSIGNMENT

Please assign: Name and court of judge assigned (\*except for disqualification assignments - see below)

to the \_\_\_\_\_  
Court City County(ies)

on \_\_\_\_\_  
Date(s) of assignment

### Reason(s) for Assignment

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Motion to disqualify judge | <input type="checkbox"/> Disqualification | <input type="checkbox"/> Vacancy            | <input type="checkbox"/> Assist with docket      |
| <input type="checkbox"/> Medical leave              | <input type="checkbox"/> Annual leave     | <input type="checkbox"/> Conference/Seminar | <input type="checkbox"/> Convenience of location |
| <input type="checkbox"/> Other specify _____        |   |   |  |

**\*The State Court Administrator must make the arrangements for a judge on disqualification assignments. If this request is because of disqualification, please attach a copy of the order of disqualification.** The reason(s) for disqualification must be detailed in the attached order.

### Case Information and Remarks

Case number and title	
Name(s) of attorney(s) (plaintiff's and defendant's)	
Type of case	Estimate of time required
Previous assignment number(s) and judge(s) name(s) if applicable	
Brief summary and status of case	
Other remarks	

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chief judge signature

\_\_\_\_\_  
 Visiting judge clerk

\_\_\_\_\_  
 Telephone number

**Send completed request to your Regional Court Administrator**

<b>STATE OF MICHIGAN</b> JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	<b>ORDER OF DISQUALIFICATION / REASSIGNMENT</b>	<b>CASE NO.</b>
Court address		Court telephone no.

Plaintiff name(s) and address(es)
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s) and address(es)
Defendant's attorney, bar no., address, and telephone no.

**IT IS ORDERED:**

Judge \_\_\_\_\_ on motion of \_\_\_\_\_, is ☐ disqualified under MCR 2.003 from hearing this case

☐ requesting assignment of another judge \_\_\_\_\_ for the following reason:

- ☐ a. Interested as a party.
- ☐ b. Personally biased or prejudiced for or against a party or attorney.
- ☐ c. Consulted or employed as an attorney in the matter in controversy.
- ☐ d. Was a partner of a party, attorney for a party, or a member of a law firm representing a party within the preceding two years.
- ☐ e. Related within the third degree (civil law) of consanguinity or affinity to a person acting as an attorney or within the sixth degree (civil law) to a party.
- ☐ f. The judge's spouse or minor child owns a stock, bond, security, or other legal or equitable interest in a corporation which is a party, unless specifically excepted by MCR 2.003(B)(6)(a)(b) or (c).
- ☐ g. Other: (specify)

Date \_\_\_\_\_

Judge \_\_\_\_\_ Bar no. \_\_\_\_\_

**INTERNAL REASSIGNMENT REQUEST**

Judge \_\_\_\_\_ has been chosen by lot or local administrative order from the judges not disqualified in this case. I request that this case be reassigned to this judge.

Date \_\_\_\_\_

Court Administrator or Clerk of the Court \_\_\_\_\_

Reassignment approved as requested.

Date \_\_\_\_\_

Chief Judge \_\_\_\_\_ Bar no. \_\_\_\_\_

**IF ALL JUDGES OF THIS COURT ARE DISQUALIFIED - SEE REVERSE SIDE  
FOR REASSIGNMENT TO A JUDGE OF ANOTHER COURT**

<b>ADDITIONAL DISQUALIFICATIONS</b>
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NOTE: If there are not enough signature slots, attach additional sheets

The undersigned judge(s) is/are also disqualified and refer by letter to the reason printed in item 2 on the front of this form.

**NOTE: IF REASON (g) IS ENTERED THE COMMENT SECTION MUST BE COMPLETED.**

REASON a-g	DATE	SIGNATURE	COMMENT

Initial here if you have decided not to disqualify yourself.

<b>CHIEF JUDGE DISQUALIFICATION AND REQUEST FOR REFERRAL TO SCAO</b>
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All of the judges of this court have disqualified themselves and have signed this order, indicating their reason for disqualification pursuant to MCR 2.003.

I am also disqualified for the following reason \_\_\_\_\_

The designated Visiting Judge Clerk shall submit this order, **ALONG WITH THE REQUEST FOR ASSIGNMENT**, form SCAO 1, to the appropriate State Court Administrative Office to have another judge assigned to hear this case pursuant to MCR 2.003(C)(4).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Judge

\_\_\_\_\_  
Bar no.